

**Lynchburg College
SGA Senate Budget Committee
2009 - 2010 Budget Request Form**

*Please fill out this form entirely and submit to the Office of Student Activities no later than **Friday, October 23, 2009**. If you have any questions, would like to review expenses from previous years, or would like assistance in creating your proposal, please do not hesitate to contact the Office of Student Activities or SGA prior to the submission deadline.*

Name of Club/Organization: _____
 Representative(s) Completing Proposal: _____
 Email and Phone Number: _____

Primary Purpose of the Organization: _____

Before continuing, have you completed the Student Organization Registration and Anti Hazing Statement for 2009 - 2010?

Circle: Yes No
 (if you circled no, you are NOT eligible for funds this allocation period)

What are the primary activities sponsored by the club or organization during the PREVIOUS budget allocation cycle? (if necessary, attach additional paper to the back)

<u>Budgeted Activities</u>	<u>Cost</u>
A.	\$
B.	\$
C.	\$
D.	\$

Total Senate Approved Budget from previous allocation period \$

Total Budget Spent during previous allocation period \$

Total amount requested for CURRENT Budget Allocation Period \$
 This total should equal the total cost of all your activities listed below, no more, no less

Spring 2010 Activities Programs

The following are your organization's proposed activities for Spring 2010, which includes January through May.

- If your request is approved, you may only spend money for the specific events and activities, as well as the specific items you list below.
- The sections listed below each event and activity **REQUIRES** you to go into detail about each event and activity's expenses.
- Please provide all supporting documentation for each event and activity. This includes, but is not limited to: **Room Request, Contract, Catering Menu Request, etc.**
- Failure to abide by these instructions and those listed in the **Organization Budget Packet**, will result in your proposal being initially denied funding.

Spring Event/Activity/Program

I. Title of Event/Activity/Program: _____
 Description of Event/Activity/Program: _____

Expected # of Students Participating: _____ Is the event OPEN or CLOSED (Circle)

Cost Breakdown

CATEGORY (Section III.D 1-12)

	<u>Cost</u>
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____
6. _____	\$ _____

TOTAL COST \$ _____
 TOTAL REQUEST FROM SGA(if different from above) \$ _____

Spring Event/Activity/Program

II. Title of Event/Activity/Program: _____
 Description of Event/Activity/Program: _____

Expected # of Students Participating: _____ Is the event OPEN or CLOSED (Circle)

Cost Breakdown

CATEGORY (Section III.D 1-12)

	<u>Cost</u>
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____
6. _____	\$ _____

TOTAL COST \$ _____
 TOTAL REQUEST FROM SGA(if different from above) \$ _____

Spring Event/Activity/Program

III. Title of Event/Activity/Program: _____
 Description of Event/Activity/Program: _____

Expected # of Students Participating: _____ Is the event OPEN or CLOSED (Circle)

Cost Breakdown

Cost

CATEGORY (Section III.D 1-12)

- 1. _____ \$ _____
- 2. _____ \$ _____
- 3. _____ \$ _____
- 4. _____ \$ _____
- 5. _____ \$ _____
- 6. _____ \$ _____

TOTAL COST \$ _____

TOTAL REQUEST FROM SGA(if different from above) \$ _____

Spring Event/Activity/Program

- IV. Title of Event/Activity/Program: _____
 Description of Event/Activity/Program: _____

Expected # of Students Participating: _____ Is the event OPEN or CLOSED (Circle)

Cost Breakdown

Cost

CATEGORY (Section III.D 1-12)

- 1. _____ \$ _____
- 2. _____ \$ _____
- 3. _____ \$ _____
- 4. _____ \$ _____
- 5. _____ \$ _____
- 6. _____ \$ _____

TOTAL COST \$ _____

TOTAL REQUEST FROM SGA(if different from above) \$ _____

Spring Event/Activity/Program

- V. Title of Event/Activity/Program: _____
 Description of Event/Activity/Program: _____

Expected # of Students Participating: _____ Is the event OPEN or CLOSED (Circle)

Cost Breakdown

Cost

CATEGORY (Section III.D 1-12)

- 1. _____ \$ _____
- 2. _____ \$ _____
- 3. _____ \$ _____
- 4. _____ \$ _____
- 5. _____ \$ _____
- 6. _____ \$ _____

TOTAL COST \$ _____

TOTAL REQUEST FROM SGA(if different from above) \$ _____

Spring Event/Activity/Program

- VI. Title of Event/Activity/Program: _____
 Description of Event/Activity/Program: _____

Expected # of Students Participating: _____ Is the event OPEN or CLOSED (Circle)

Cost Breakdown

Cost

CATEGORY (Section III.D 1-12)

1.	_____	\$ _____
2.	_____	\$ _____
3.	_____	\$ _____
4.	_____	\$ _____
5.	_____	\$ _____
6.	_____	\$ _____

TOTAL COST \$ _____

TOTAL REQUEST FROM SGA(if different from above) \$ _____

I, the listed President of the Organization on this form, hereby agree to all the rules and regulations set forth by SGA and understand that by signing this, I have read and understand the rules:

Signature of President _____
Date

PRINT NAME

I, the listed Treasurer of the Organization on this form, hereby agree to all the rules and regulations set forth by SGA and understand that by signing this, I have read and understand the rules:

Signature of Treasurer _____
Date

PRINT NAME

I, the Advisor of the organization on this form, have met with the officers to review the budget request and understand that is the responsibility of the organization president and treasurer to abide by the rules and regulations set forth by the SGA.

Signature of Advisor _____
Date

PRINT NAME

FOR SGA USE ONLY

Budget Approved Total \$ _____

Budget Not Approved:
Stipulations:

1. _____
2. _____
3. _____

Budget Partially Approved: Total \$ _____

Stipulations:

1. _____
2. _____
3. _____

Signature of SGA Vice President _____
Date

Signature of SGA Treasurer _____
Date